

ARIZONA CRIMINAL JUSTICE COMMISSION

GRANT PROGRAM ANNOUNCEMENT RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) GRANT PROGRAM

FY 2007 COMPETITIVE GRANT SOLICITATION

Eligibility

States, county and local government detention agencies that meet the qualifications are eligible to apply.

Deadline

All applications are due by 3:00 p.m. on April 14, 2006

For Assistance

If you have any questions about this grant solicitation or are having difficulties with the grant management system, contact Kathy Karam, Program Manager (602) 364-1162 or Kristie Brackens, Program Coordinator (602) 364-1168, or e-mail us at RSAT@azcjc.gov.

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INTRODUCTION

The Arizona Criminal Justice Commission is publishing this notice to announce the solicitation of the Arizona Residential Substance Abuse Treatment Program for FY 2007. This program is designed to assist state and local governments in developing and implementing substance abuse treatment programs in state and local correctional and detention facilities.

At least 10 percent of the total state allocation for FY 2007 grants shall be made available to local correctional and detention facilities for either residential abuse treatment programs or jail-based substance abuse treatment programs as defined below.

ABOUT THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAMS

Residential substance abuse treatment programs provide individual and group treatment activities for offenders in residential facilities that are operated by state and local correctional agencies:

- Last between 6 and 12 months.
- Provided in residential treatment facilities set apart from the general correctional population. Set apart means a completely separate facility or a dedicated housing unit within a facility exclusively for use by program participants.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance and related problems.
- Science based and effective.
- Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the residential substance-abuse treatment program and post program while they remain in the custody of the state or local government.

Preferably, participation in the residential program should be limited to inmates who have 6 to 12 months remaining in their term of confinement so they can be released from prison after completing the treatment program. Inmates cannot be returned to the general prison population.

Jail-based substance abuse programs provide individual or group treatment activities for offenders in jails and local correctional facilities. These programs must:

- Last at least 3 months.
- Make every effort to set apart the treatment population from the general correctional population.
- Focus on the substance abuse problems of the inmate.

- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance and related problems.
- Science based and effective.

The Commission is required to give preference to applicants who will provide aftercare services to program participants. Aftercare services must involve coordination among the correctional treatment program and other human services and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self help, and peer group programs that may aid in rehabilitation.

FUNDING

The Commission was awarded \$223,474 in federal funds and is presently making these funds available for multiple grants to be allocated directly to state, county, and local detention agencies for programs that meet the criteria. A twenty-five percent (25%) local cash match will be required for all funds disbursed. Grants may be made to any state and local correctional agency. All projects funded under this program will be for 12 months starting July 1, 2006 and ending June 30, 2007. To the greatest extent practicable, all products purchased with grant funds should be American made.

ALLOWABLE COSTS

Additional funds may not be available in future years. When requests are made to fund personnel or other ongoing, continuing activities or cost, applicants should identify future potential funding sources. Eligible expenses include personnel, employee related expenses (ERE), overtime, travel, operating costs, costs related to contractual or consulting services and equipment.

RESTRICTIONS ON USE OF FUNDS

Grant funds cannot be used for land acquisition or construction projects. Grant funds cannot be awarded to private prisons or jails.

REPORTING REQUIREMENTS

Applicants are required to submit monthly financial reports, quarterly progress reports and an annual report to the Commission and cooperate fully in any national evaluation efforts required by the federal government. A copy of the last available A-133 audit report and the applicant's drug testing policy and documents from participating agencies indicating their intent to participate in the program must be submitted to the Commission with the signed grant agreement.

HOW TO APPLY

To access the grants management system go to www.azcjc.gov/Grants/GMSIndex.asp. You will create, submit and monitor your application through a private, secure web site. New GMS users must register prior to log-on. If you have previously registered and your password does not work, you must register again. The application must be completed on this web site and submitted electronically. If you are having difficulties with the system, please call our office at 602-364-1162 or e-mail us at RSAT@azcjc.gov

Step 1: Signing On

1. Go to the ACJC home page "Apply for Grants" "Grants Management System."
2. On the Welcome page you will be able to log on or register.
3. You will not be able to log on until you receive an e-mail from ACJC with your password.
4. It is strongly suggested that you print the [instructions](#) prior to log-in or registration.

Step 2: Register a Grant

1. Select the Grant solicitation that you want to apply for from the drop-down menu.
2. Name the grant.

Step 3: Starting the Application

1. In the App Actions section, click on the word "Start" to begin.

Step 4: Filling out the Application

Section I – Agency Information

Please complete the information requested.

Section II – Project Information

Please complete the information requested – see evaluation criteria for components to be evaluated. Project Goals, Objectives Performance Measures and Timelines – Describe the broad overall goal of the projects. Objectives must be descriptive in terms of measurable observable events.

Example only:

PROGRAM GOAL	PROGRAM OBJECTIVE	PERFORMANCE MEASURE
Develop programs that will break the cycle of drug abuse and associated violence by developing the inmates cognitive, behavioral, social, vocational, and other skills that helps the inmate overcome substance abuse, anti-social behavior.	Prepare offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs.	Percent of participants completing the program who remain drug free during the residential program.

Section III – Budget Information

Please complete the information as requested.

Step 5: Submitting the Application

1. In the My Grants screen in the App Actions, you must hit the "Submit" to send your application to ACJC.
2. If there are no errors, the Certifications will appear; you must accept these certifications by pressing the ACCEPT button.

Certifications included are the following:

- Match Requirement;
- Civil Right Laws and Equal Employment Opportunity Plan (EEOP) www.ojp.usdoj.gov/ocr.

3. If there are any errors, you must correct these. Go to My Grants and select the "edit" under App Actions, look for the flags and complete the application. Finish the process by following steps number one and two, above.

SELECTION CRITERIA

Each component of the application will be reviewed and evaluated by a committee. The maximum points awarded to each section of the application are listed below. In addition, each program will be evaluated for performance effectiveness.

Problem Statement (15 points)

Identification of the problem in the correctional community as it relates to treatment for drug offenders. Provide justifiable local data to show the nature and scope of the problem in the correctional community. Include previous and current efforts to address the problem.

Project Description (25 points)

Clearly explain how your agency will plan, organize, staff, direct and use resources to address the problem. Highlight what specific activities are to be implemented using RSAT funds. The project must address the extent in which the application emphasizes collaborative strategies. The technical feasibility of the proposal and extent to which the proposal appears reasonable based on the agency structure will be evaluated. In addition, the following points must be included:

- The extent to which the proposed activities help increase the availability of treatment services in the detention facility;
- The extent to which the proposed activities impact the quality and coordination of treatment services received for single and dual diagnosed offenders in the detention facility including selection criteria and urinalysis testing requirements;
- The feasibility of the proposal and extent to which the proposal appears to be effective and reasonable based on the agency's current separation facilities;
- The extent to which the treatment program proposed is consistent with federal and state requirements; and
- A discussion on the coordination with any other federal or state funding, including the Serious and Violent Offender Reentry Initiatives (SVORI).
- Include a discussion on your project's sustainability plan. Explain how this project will be sustained if future funding were no longer available.

Goals, Objectives, Performance Measures and Timelines (20 points)

Outline the specific goals and objectives of the project and how they will address the problem. The goals, objectives and performance measures must clearly outline the program activities

Budget (20 points)

Provide a proposed budget that is complete, allowable and cost-effective. A separate and thorough budget analysis broken out into personnel, overtime, consultant/contractual services, travel, operating expenses and total project costs is attached. If applicable, include a breakdown and description of partial funding possibilities.

Performance Evaluation (20 points)

Description of how the performance measures will be documented. Include what will be measured, who will measure it, and how evaluation findings will be used.

In addition to the application evaluation, each project will also be evaluated for performance effectiveness.

Performance Effectiveness

In addition to the application evaluation, projects will be evaluated on measurable and attainable goals and objectives. Programs must demonstrate effectiveness. The USDOT Bureau of Justice Assistance has developed performance measurements for the RSAT program. Projects will be required to report on these national measures.

APPEAL PROCESS

Applicants may pursue a two-step appeal process if their application is denied. If an application is not included for funding in the initial proposal, the applicant may verbally appeal to the Committee.

At that point, the Committee will either accept the staff proposal and recommend the proposal to the Commission or make changes and recommend the revised proposal to the Commission or table the proposal for further study. If an application is not recommended for funding by the Committee, the applicant may verbally appeal to the Commission. The Commission can approve the recommendation of the Committee, or make changes to the Committee proposal, or table the proposal for further study. The vote of the Commission is the final step of the process and no further appeals will be granted.

ADDITIONAL INFORMATION

Commission staff will present a proposed funding allocation plan to the Drug, Gang and Violent Crime Committee of the Commission for review. The Committee will present a recommendation regarding the allocation plan to the Arizona Criminal Justice Commission for review and final action. The proposed allocation plan will be made available to all applicants in the meeting agendas. Funds will be disbursed to agencies in accordance with the Commission's final approved allocation plan. Funds will be disbursed to agencies on a reimbursement basis, upon submission of reports showing expenditures.